



**GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304**  
**FROM THE COMMUNICATIONS OFFICE**

**TO:** Kent Mutchler, Superintendent  
**CC:** Board of Education, Bonnie Johnson  
**FROM:** Kelley Munch, Communications Coordinator  
**DATE:** October 7, 2014  
**RE:** Freedom of Information Act Request(s) and Response(s)

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The following is a summary of Freedom of Information Act requests that have been received and responded to by District staff members.

- 1) Alex Whittler, Researcher for NBC5 in Chicago, requested the following records: “I am requesting a list of all football helmets currently in your school’s inventory, including each brand and model, and the numbers of each.”

This FOIA request was received September 22, 2014, and responded to on September 23, 2014. It took three District employees a total of 1 hour, 25 minutes (\$77.60) to respond to this FOIA request.

- 2) Terri Burke, requested the following records: “Any and all information concerning the financial assistance received by a [name redacted], residing at [address redacted], Geneva, IL 60134 from School District 304. Including any/all assistance received by her children [names redacted].”

This FOIA request was received September 23, 2014, and responded to on September 25, 2014. It took two District employees a total of one hour, five minutes (\$37.08) to respond to this FOIA request. Total attorney time equaled one hour (\$210).